



TRADITIONAL TRIBAL BURIAL, INC.  
616 Petoskey Street, Suite 202, Petoskey, MI 49770  
Zoom Meeting  
**Regular Board Meeting**  
May 29, 2020

Call to order: 8:56 a.m.

Roll Call – Chairperson Kevin Willis – Present; Vice Chairperson Ken Gill – Present; Treasurer Gwen Teuthorn – Present; Secretary Annette VanDeCar – Present.

Guest: Billi Jo Head.

Motion by Vice Chairperson Gill to accept the agenda for the May 29, 2020 regular meeting and supported by Treasurer Teuthorn.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Chairperson Willis to approve the April 24, 2020 Meeting Minutes as presented and supported by Treasurer Teuthorn.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Treasurer Teuthorn to accept Phone Poll 050520-01 the FY2019 audit findings from Midwest Professionals PLLC dated 04/29/20 and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Treasurer Teuthorn to accept Phone Poll 050520-02 the Auditor Recommended Adjustments dated 04/28/20 from auditor Alex Vollmer and approve office staff to make the recommended adjustments to the TTBI financial records and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Treasurer Teuthorn to accept Phone Poll 050520-03 to approve the auditor recommendation to amend the TTBI Journal Entries dated 04/22/20 and approve office staff to make the recommended adjustments to the TTBI financial records and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to accept Phone Poll 050520-04 to accept the Management Representation letter with findings and approve the Chairperson and Treasurer to sign and supported by Chairperson Willis.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Treasurer Teuthorn to accept Phone Poll 050520-05 to approve payment of the Midwest Professionals PLLC invoice number 3074; not to exceed \$666 and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Secretary VanDeCar to accept Phone Poll 050520-06 to close the TTBI Business office until May 30 to abide by Governor Whitmer's executive Stay-At-Home order; with the tentative reopen date of June 1, 2020 records and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to accept Phone Poll 050520-07 to approve payment of Independent Contracting Agreement invoices for Tonia L. Gasco for the duration of the TTBI office closure and supported by Secretary VanDeCar.

Vote: 3 – Yes, 0 – No, 0 – Absent, 1 (Treasurer Teuthorn) – Abstained, 1- Vacant.

Motion carried.

Motion by Secretary VanDeCar to accept Phone Poll 050520-08 to approve payment of the Verizon invoice number 9853283149 for laptop payment and cellular service; not to exceed \$172.46 and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to accept Standing Order No. SO-20-01 ICA 2020-01 Contract Payments to Tonia L. Gasco to approve the Treasurer to pay invoices for the Independent Contracting Agreement for Tonia L. Gasco for the contract period of May 1, 2019 - December 31, 2019, not to exceed \$270.00 per invoice and supported by Chairperson Willis.

Vote: 3 – Yes, 0 – No, 0 – Absent, 1 (Treasurer Teuthorn) – Abstained, 1- Vacant.

Motion carried.

Motion by Secretary VanDeCar to accept Standing Order No. SO-20-02 Phone/Internet Service to approve the Treasurer to pay recurring payments to Charter Communications in the amount of \$81.97/month, so long as TTBI has adequate funds available to make such payment. If the amount exceeds the approved amount, or if the funds are not available to make such a payment, the Treasurer will notify the Chairperson immediately before payment is made to the vendor and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to accept Standing Order No. SO-20-03 Zoom Service to approve the Treasurer to set up automatic payment for Zoom Online Meeting services, not to exceed \$18/month, and supported by Chairperson Willis.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to accept Standing Order No. SO-20-04 Verizon Wireless Service to approve the Treasurer to pay invoices for Verizon Wireless service for the period of May 1 - December 31, 2020, not to exceed \$300 per invoice for service and \$100 per invoice for device payment and supported by Secretary VanDeCar.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Secretary VanDeCar to approve stipends for board members for the May 9, 2020 work session and the May 29, 2020 meeting and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to suspend board member stipends as of June 1, 2020 until December 1, 2020 and supported by Treasurer Teuthorn.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to approve payment of the Fred Pryor invoice no. 5517060, not to exceed \$220, for professional development for office staff and board members and supported by Chairperson Willis.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Secretary VanDeCar to accept the Land Designation Proposal and forward to the Land and Reservation Committee for the June 5 Land and Reservation Committee meeting and supported by Treasurer Teuthorn.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Treasurer Teuthorn to approve all operating expenses and automatic payments from January 1, 2020 to May 31, 2020 and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Secretary VanDeCar to approve all utilities from January 1, 2020 to May 31, 2020 and supported by Vice Chairperson Gill.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion made by Vice Chairperson Gill to approve Contractor Tonia L. Gasco to sign the Management Representation Letter and the Auditor Recommended Adjustment letter dated 04/28/2020 to complete the FY2019 audit and supported by Chairperson Willis.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to make an amendment with Independent Contractor Tonia L. Gasco to reduce her hours to 30 per calendar month through the duration of her current contract and supported by Chairperson Willis.

Vote: 3 – Yes, 0 – No, 0 – Absent, 1 (Treasurer Teuthorn) – Abstained, 1- Vacant.

Motion carried.

Discussion with guest Billi Jo Head regarding business plan assistance.

Chairperson report – none.

Motion by Treasurer Teuthorn to accept Vice Chairperson Gill's report and supported by Secretary VanDeCar.

Vote: 3 – Yes, 0 – No, 0 – Absent, 1 (Vice Chairperson Gill) – Abstained, 1- Vacant.

Motion carried.

Motion by Vice Chairperson Gill to accept Treasurer Teuthorn's report and supported by Secretary VanDeCar.

Vote: 3 – Yes, 0 – No, 0 – Absent, 1 (Treasurer Teuthorn) – Abstained, 1- Vacant.

Motion carried.

Secretary report – none.

Public Comment: none.

FYI

June 5 Land and Reservation Committee Meeting 9 a.m.

June 20 9 a.m. Zoom meeting

June 27 9 a.m. Zoom work session

Motion by Chairperson Willis to adjourn at 11:45 a.m. and supported by Secretary VanDeCar.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1- Vacant.

Motion carried.